



MEMORANDUM

Date: March 16, 2005

To: Departmental Bilingual Services Coordinators

From: Bilingual Services Program (BSP) State Personnel Board

Subject: **BSP MEMORANDUM 05-01**
BILINGUAL RESOURCES INFORMATION SHARING SESSION

The purpose of this memorandum is to extend an invitation to all state agencies to attend a bilingual resources and information-sharing session to be held at the State Personnel Board (SPB). SPB has developed a number of new bilingual resources to assist departments in serving Limited English-Proficient (LEP) people in compliance with the Dymally-Alatorre Bilingual Services Act (Act). In addition, we would like to encourage coordinators to take this opportunity to share information and network with one another.

Please reserve Thursday, March 24, 2005 on your calendar to attend one of the two sessions to be held at the SPB Auditorium (Room 150), located at 801 Capitol Mall in Sacramento. For your convenience, there will be both a morning session from 9:00 to 11:00 a.m. and an afternoon session from 1:30 to 3:30 p.m. Each session will cover the same information, so please feel free to attend a time that best meets your needs.

Some of the informational topics that will be discussed are as follows:

- SPB's Informal Language Access Complaint Process and Poster
- Revised Language Identification Guide
- Interpreter Services Notice Template
- Future Bilingual Training Sessions
- Update on Bilingual Services Program

We would appreciate your attendance at one of these information sessions. If you are unable to attend, we suggest you contact your department's BSP analyst to discuss alternatives for obtaining copies of the above information. Should you have any questions or need additional information, please feel free to contact the BSP at (916) 651-9017 or TTD Number (916) 651-8782.